



Community Forums: Food, Fitness, and Our Kids

Our Plan and Timeline:

Task	Lead	Date Due	Comments
Draft 2/25 minutes	Tara	March 3	done
Nicole to review and edit wording of goals	Nicole/Tara	April 9	
Draft general invitation letter	Tara	March 8	done
Get signatures (OSPI, DOH, WSSDA, SBOH, WSFSA, and WSPTA)	George – OSPI & WSFSA Tara – DOH Tara/Ingrid – WSSDA Tara – SBOH Tara/Mary – WSPTA	March 30	
Send additional ideas to Caroline	All Ingrid – draft policies Pam – Power Point Presentation	March 15	done
Develop packet	Tara with Caroline's input	March 30	
Post packet on website	Heather	March 30	
Send dates for community forums to Tara	Kay/Barbe, Eileen, Lynn, Carol, Brooke, and Julie	March 30	
Put minutes and email list on website	Heather	March 17	
Draft article for WSDDA newsletter	Tara and Ingrid	March 30	
Draft article for WSPTA newsletter	Tara and Susan	March 30	
Create sample press release	Tara and Craig	March 30	
Follow up on objectives for goals	Nicole	Mid April	
Develop fact sheet for project	Tara	March 30	
Help with invitations and publicity	Shelley – Dieticians Gayle – School Nurses Pam – Health Educators Shelley – Partners	April 26	
Put link on website describing this activity	All	April 26	
Benton Franklin community forum	Brook Dubois	June 14	
Clark community forum	Kay Koontz and Barbe West	TBD	
Island community forum	Carol McNeil	May 3	
Tacoma/Pierce community forum	Eileen Finnigan	TBD	
Thurston community forum	Julie Miller	TBD	
Seattle/King community forum	Lynn Kidder	TBD	